Tesla 2 W10

Complete User Manual

Tesla 2 W10

The BQ team would like to thank you for purchasing your new tablet Tesla 2 W10. We hope you enjoy using it.

With this device you can browse the internet, check your email, play games, use apps (which you can download directly onto the device), read e-books, transfer files via Bluetooth®, record audio, watch movies, take photos and videos, listen to music, and chat with your friends and family.

About This Manual

- To make sure that you use your tablet correctly, please read this manual carefully before you start using it.
- Some of the images and screenshots shown in this manual may differ slightly from those of the final product. Due to firmware updates, it is possible that some of the information in this manual does not correspond exactly to the operation of your device. To obtain the most up-to-date version of this manual, please go to www.bq.com.
- BQ shall not be held liable for any issues relating to performance or compatibility resulting from modification of the registry settings by the user. Nor shall it be held liable for any incompatibility issues with third-party applications available through the app stores.

Icon guide

Danger: This icon indicates situations that could pose a risk to personal safety or health.

Warning: Situations which pose no risk to personal safety or health, but could pose a risk to the correct functioning of the device.

Tip: Additional information to help you get the best out of your device.

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BEFORE YOU START

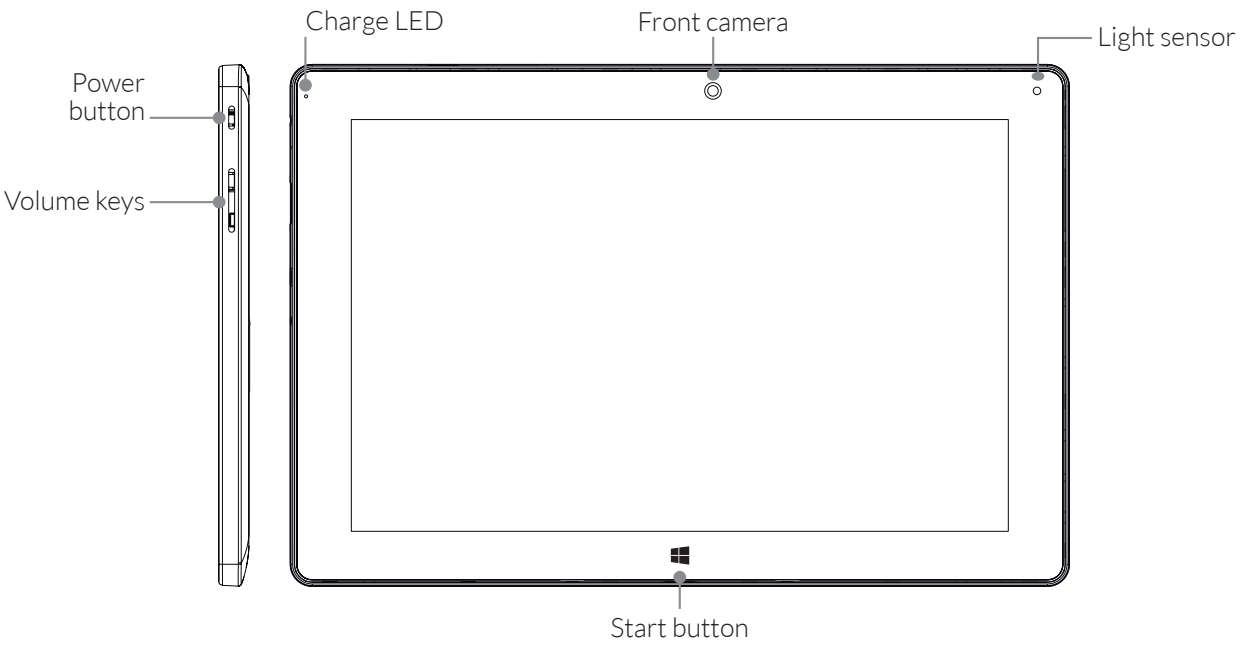
Box Contents

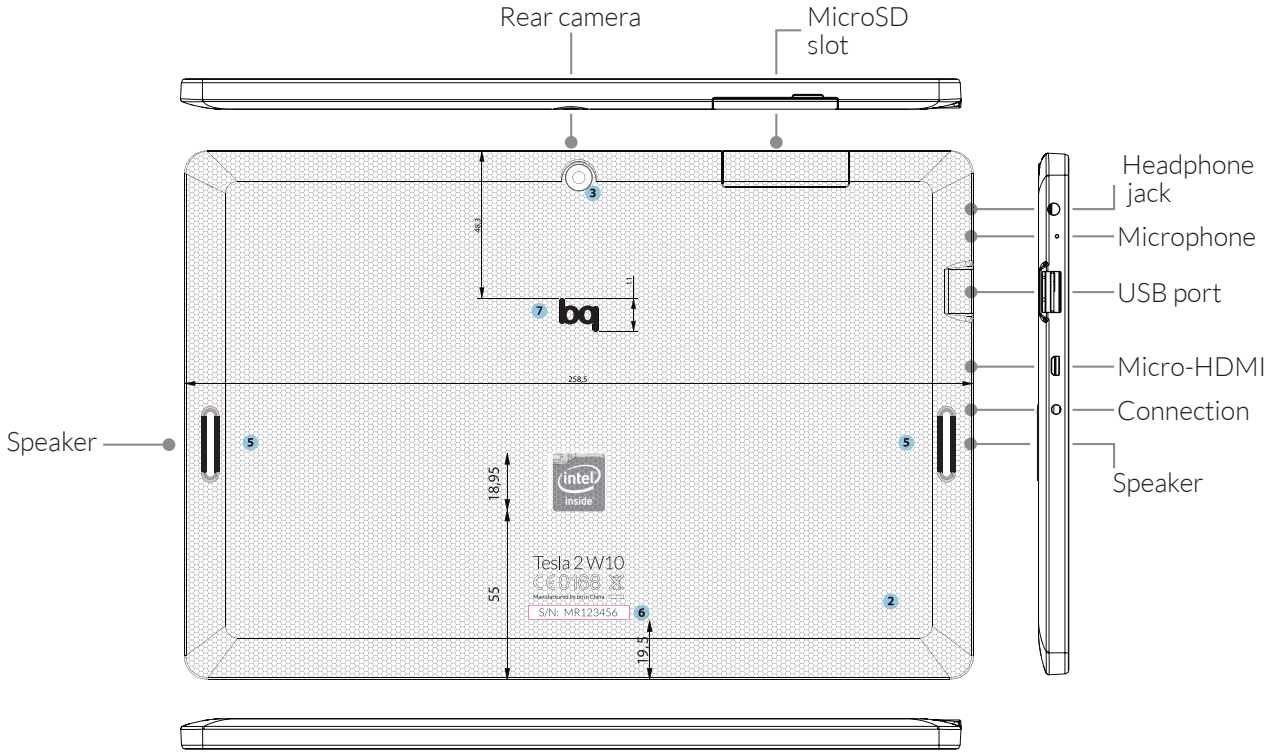
Before using your BQ device for the first time, please check the contents of the box. If any of the following items are missing, contact the vendor that sold you the device.

- ✓ Tesla 2 W10
- ✓ Charger
- ✓ Documentation:

  Quick Start Guide
  Warranty and Safety Manual
  BQ Accessories

Product Overview





Do not attempt to remove the rear cover of your BQ Tesla 2 W10, as this may damage the device.

Do not remove the battery by any means. Removing it may invalidate the warranty.

Do not insert any pointed objects into the opening as this may damage the microphone.

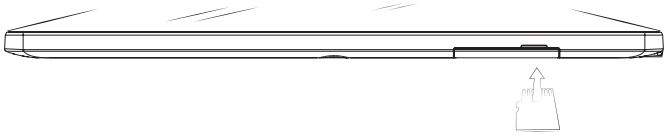
GETTING STARTED

Inserting and Removing the MicroSD Card

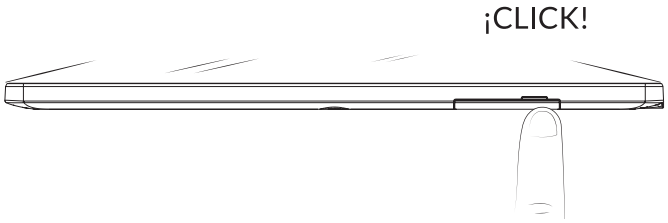
Your BQ Tesla 2 W10 has an internal memory that can be expanded to 32 GB using a MicroSD card.

To insert a MicroSD card, follow these steps:

Insert the MicroSD card into the slot, making sure that the metal pins are facing inwards and towards the screen, as shown in the diagram:



Push the card in until you hear a slight click, which indicates that it has been inserted correctly. If the card is not inserted correctly, the device might not recognise it.



To remove the MicroSD card, follow the steps above in reverse, bearing in mind the following recommendations:

a) For greater security, switch the device off before removing the MicroSD card.

b) If you need to remove the MicroSD card while the device is switched on, unmount it first to avoid damaging the card and losing any data.

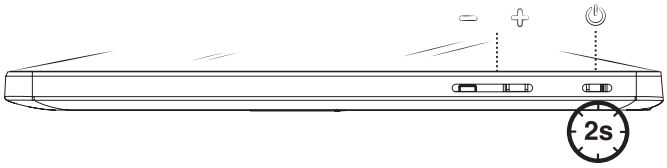
   To unmount the card, press the triangle icon on the bottom right of the desktop taskbar. Select the USB connector icon in the box that pops up. When you see a message stating that it is now safe to unmount the MicroSD card, you can remove it.

To extract the card, press until you hear a slight click.

You can choose whether to store your multimedia files on the tablet's internal memory or directly on the MicroSD card. Remember that any content stored on the MicroSD card will not be available when the card is removed.

Switching the Device On and Off

To switch on your BQ Tesla 2 W10, press and hold down (for a few seconds) the power button located on the side of the tablet.



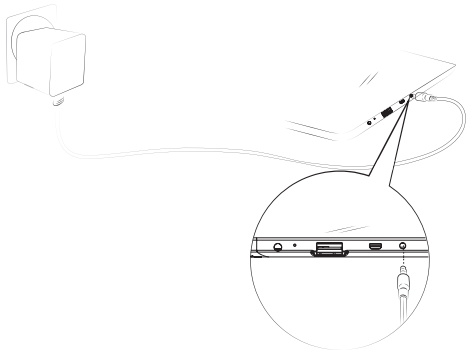
To switch off the device, press and hold down the power button until a divided screen appears with a message instructing you to **Slide to shut down your PC** ▼.

If you press briefly on the power button, the screen will switch off but not the device.

Charging the Device

Your tablet contains a rechargeable (non-removable) 7000 mAh battery, which is charged via the AC/DC connection at the top left of the device. A mains adapter is provided with the tablet for charging the battery. To charge it using the adapter, follow these simple steps:

1. Connect the 2.5 mm jack of the mains adapter to the tablet.
2. Connect the mains adapter to any standard plug socket (220 V/50 Hz).



The battery in your Tesla 2 W10 is non-removable. If it is removed by anyone other than our Technical Support staff, your device could be damaged and the Warranty invalidated.

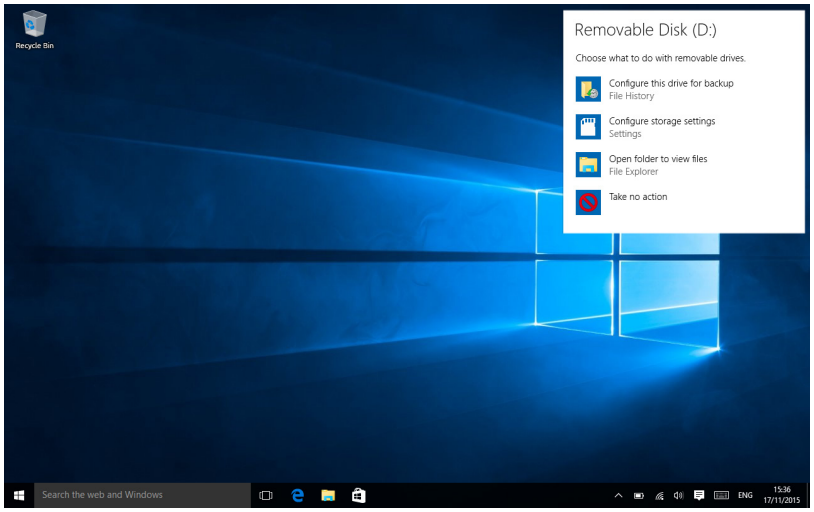
Allowing the battery to charge fully is recommended when you charge it for the first time as this will help calibrate the battery meter. Bear in mind that some batteries perform better after a number of full charge/discharge cycles.

Transferring Files

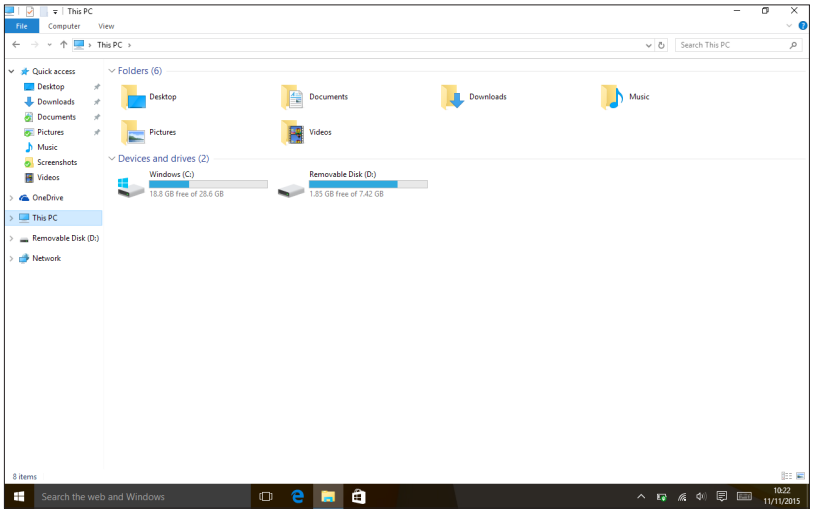
You can transfer files to your tablet using a USB/HDD memory or a MicroSD card, or wirelessly via Bluetooth.

In either case, simply connect the devices to tablet and it will detect them automatically. You have several options for browsing through the content:

a) Press on the message that appears on connecting the external storage device and then select the **Open folder** option to view the files. This will give you direct access to the contents of the extractable memory



b) Press on ***Start*** > ***File Explorer*** and then search for your storage device in the bar located to the left of your screen.



Within the folder and file directory of the extractable device, you can copy or cut and paste the ones you want to a file path in the internal memory of the Tesla 2 W10. This ensures that they will always be available when the extractable memory is not connected. You can also move or copy files from the internal memory of the tablet to an external device.

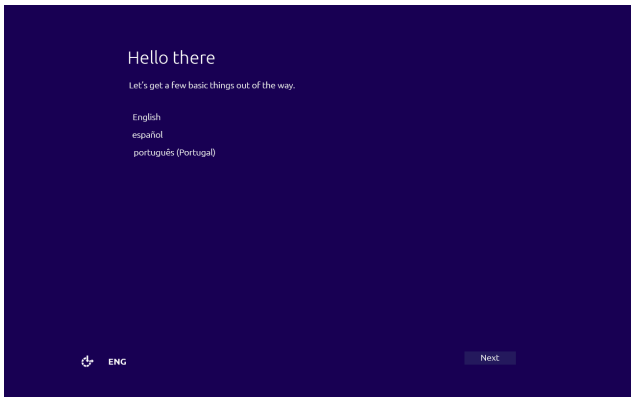
To send/receive files via Bluetooth, you can access the Bluetooth data transfer menu by pressing the **Action Centre icon** located between the keyboard and volume icons in the **Windows desktop** taskbar.

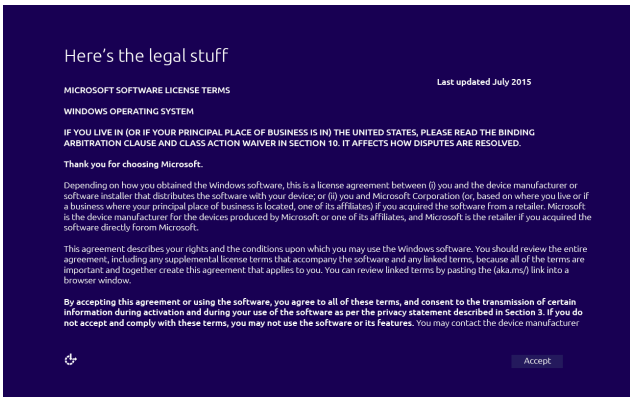
Remember that all files stored on external devices or extractable memories will no longer be available once they have been disconnected from your Tesla 2 W10.

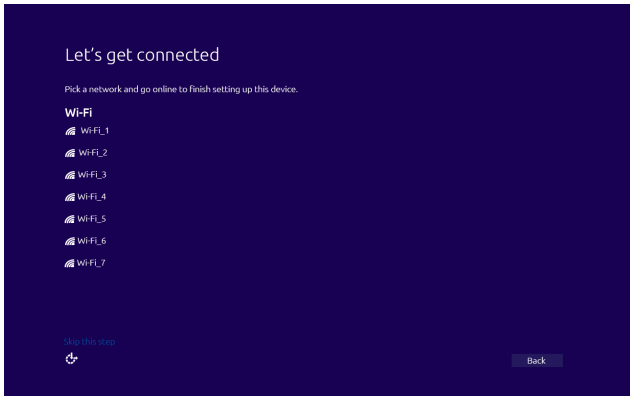
Do not disconnect the device or external memory while files are being transferred as they could be damaged.

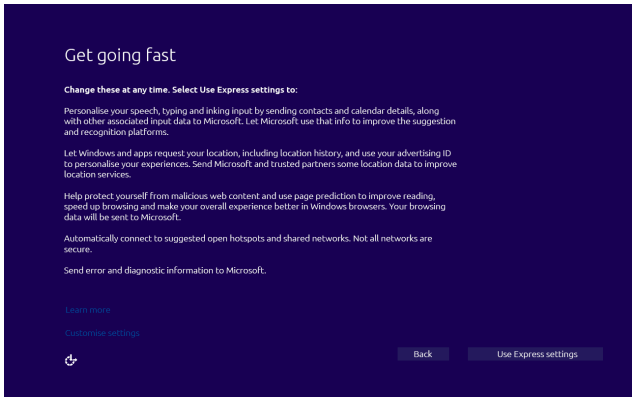
Setup Wizard

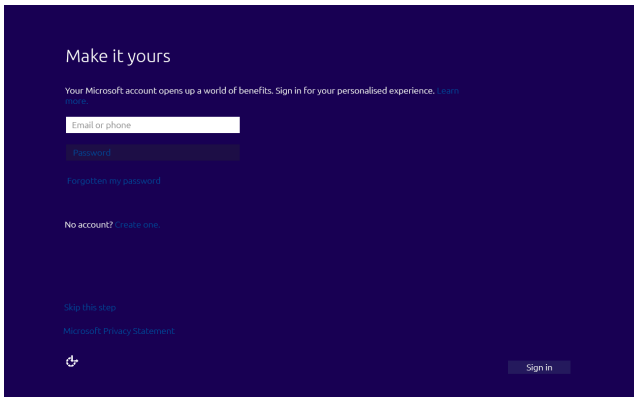
The first time you switch on your BQ Tesla 2 W10, a setup wizard will help you to configure the basic settings for your device:

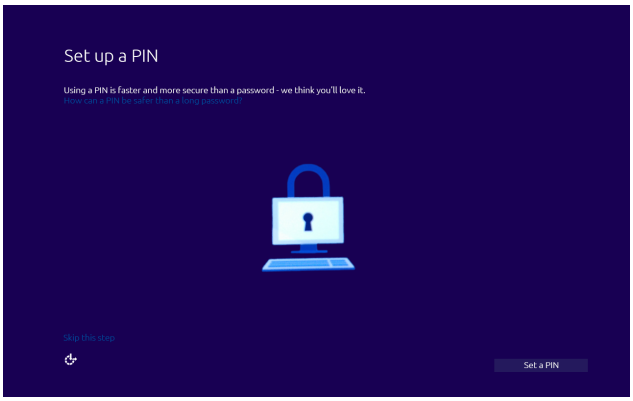


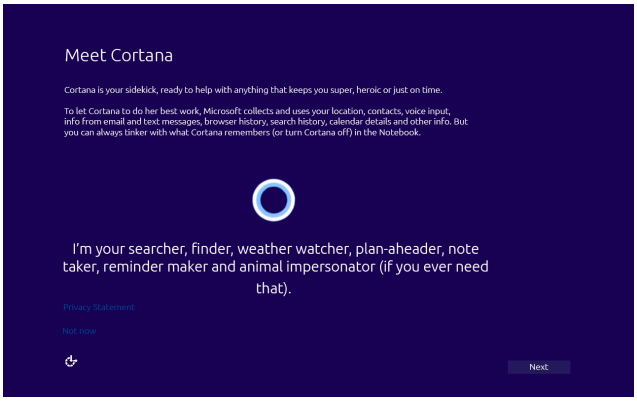










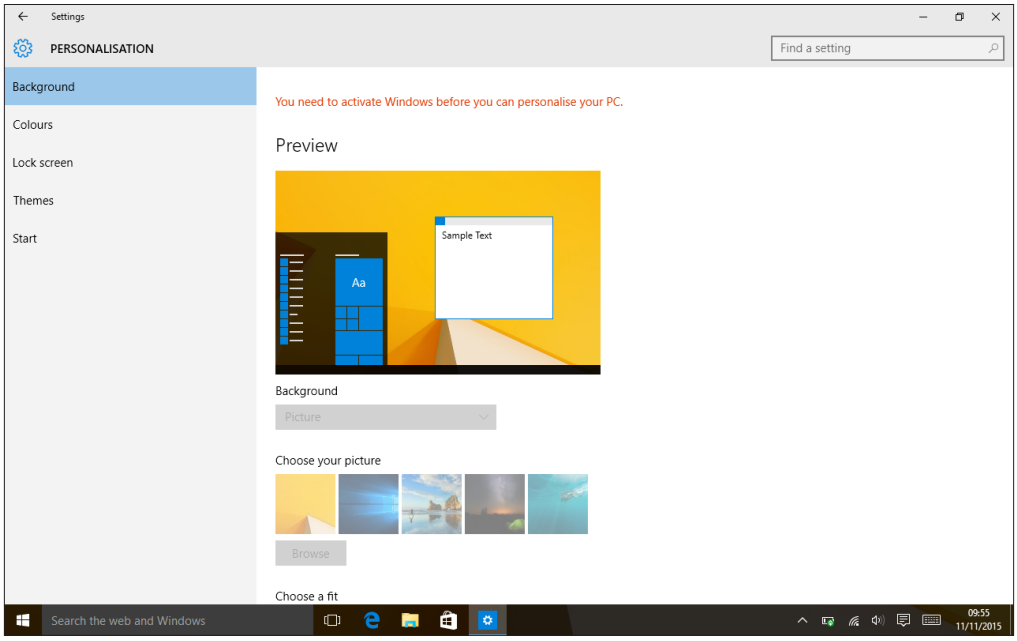


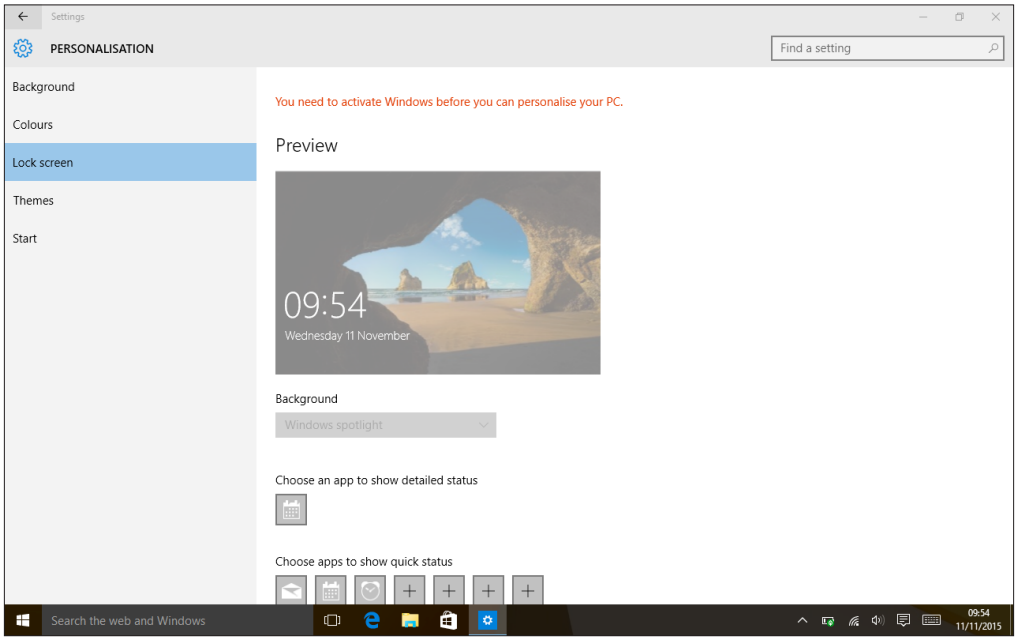
DESKTOP

Lock Screen

Your tablet screen will lock itself automatically after a prolonged period of inactivity. To configure the screen timeout interval, go to > ***Settings*** > ***Personalisation*** and press ***Lock screen.*** To switch the screen off and lock the device manually, press the power button briefly.

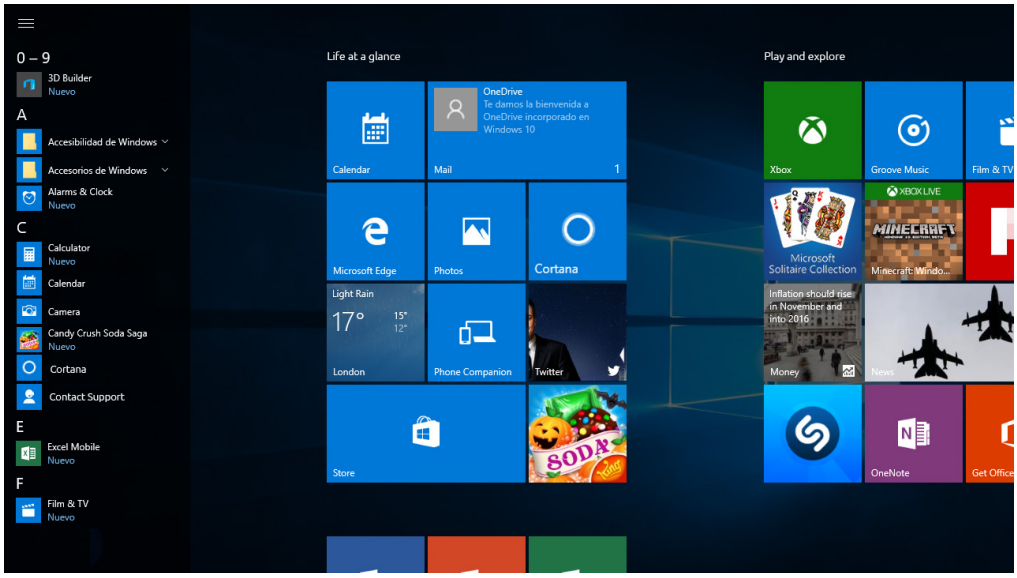
To unlock the screen, press the power button briefly to activate the screen and display the unlock option.





Start Screen

When you switch on your tablet, the **Start Screen** will appear where you can view email messages, apps notifications, updates from your friends and the next event in your calendar, without the need to open a single app. You can start a session with different Microsoft accounts, which allows the icons, colours and backgrounds to be personalised.



If you are using an app or doing anything else on your tablet, there are various ways to go back to **Start**:

a) Press the **Start** button on the tablet.

b) Press the **Start** icon icon in the bottom left corner of the taskbar.

Adjusting Screen Rotation

For some apps, the screen will rotate automatically from portrait (vertical) into landscape (horizontal) mode and vice versa, depending on how you are holding your device. To lock the screen rotation, swipe your finger from the right of the screen, go to Screen and press the screen icon and a padlock will appear. ***Settings > System > Display*** and enable the **lock rotation option.**

Customising the Start Screen

You can personalise the Start screen using your own background images. You can organise it by adjusting the size of the tiles and rearranging them to make it easier to access the apps, folders, sites and contacts that you use the most.

Moving Icons on the Start Screen

1. On the Start Screen, press and hold down the tile that you want to move.
2. Drag it to the desired location and release.

Change the size of a tile on the Start screen

1. Press and hold down the tile you want to adjust. This icon will appear in the bottom right corner •••.
2. Press it and select the desired option from the menu.

Taking Screenshots

You can take screenshots easily by pressing the volume key and the Start button at the **Start** button simultaneously. They will be saved automatically in ***Desktop > Pictures > Screenshots.***

The tiles that you use most could be larger and those that you use the least could be smaller.

You can adjust the size and arrange the tiles however you like.

You can also group several icons together to make it easier to keep track of the apps and use them more effectively.

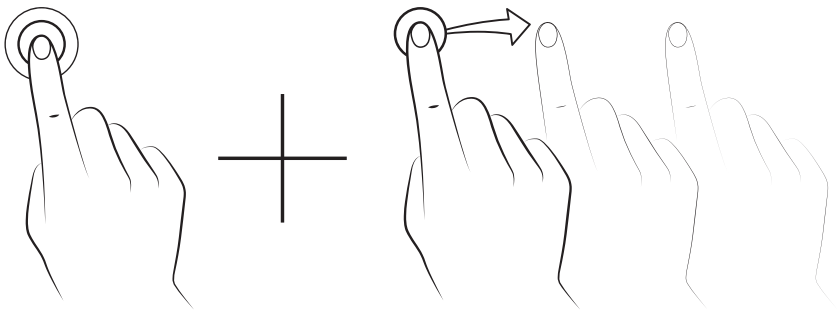
Learning to Use the Multi-Touch Screen

Your BQ tablet has a capacitive multi-touch screen with various simultaneous detection points. The screen allows various movements which are linked to different functions:

Touch. Touch the screen briefly to select an icon, open an app, enter text, etc.

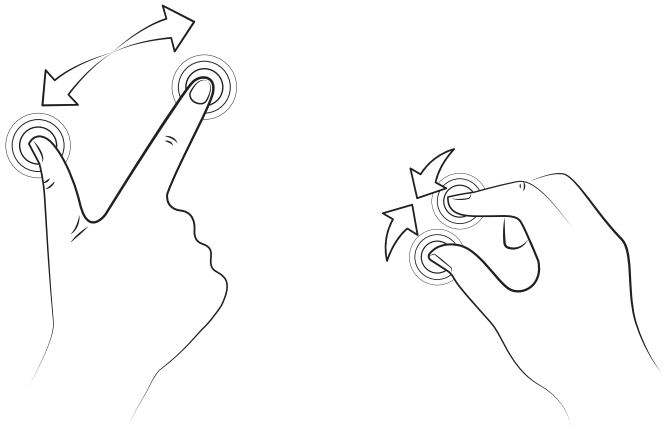
Touch and hold. Touch the screen (on either a clear area or on an icon) with your finger and hold for approximately 2 seconds to bring up the menu of available options.

Drag. To move an icon, press and hold down, drag it to the desired position and then release.



Swipe or slide. Press briefly on the **Start screen** and slide your finger left or right across it to access the different options, or slide your finger up and down the screen to scroll through a website, list or menu.

Pinch. Place two fingers on the screen at the same time and move them towards one another or spread them apart to reduce or enlarge an image. You can also double-tap the screen quickly to zoom in on or out of an image, when viewing photos or browsing a website.



Double tap. Tap the screen twice in quick succession to increase the zoom. Repeat the action to zoom out again. You can also use it to activate the screen.

Common functions with touchscreens

Switch to the last app. Swipe from the left of the screen.

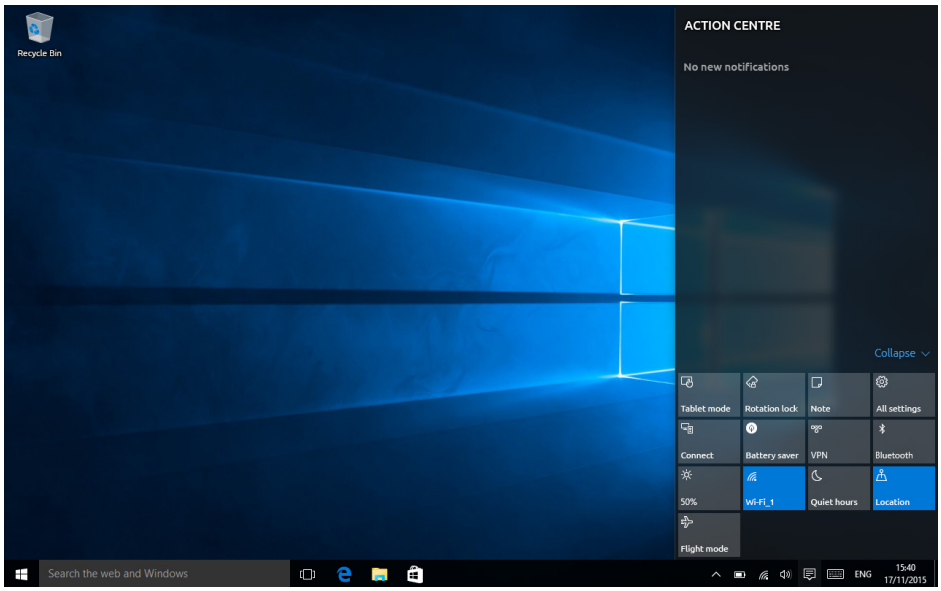
See a list of recent apps. Swipe your finger from the left of the screen.

Display in Full screen mode/ Exit Full screen mode. Drag the app up to the top of the screen to maximise it or drag it to the bottom to reduce it to half the size of the screen.

Select an element. Quickly swipe your finger over the element or press and hold down to select it.

Action Centre

To view the **Action Centre**, gently swipe your finger from the right of the screen. Here you can gain quick and easy access to recent notifications and many different settings. Press and hold them to open the app or display the advanced settings.



Tablet mode

This makes Windows better adapt to touch gestures on devices such as tablets. You can also enable and disable it via ***Settings > System > Tablet.***

Rotation lock

Enable or disable the option to lock the screen rotation and set the orientation.

Note

Access the OneNote application, a digital note-taking app that enables you to makes notes and reminders. In addition to making notes, you can also record audio or take pictures. The notes are automatically saved and synced across your devices.

All settings

Open the Settings panel to access all the settings quickly. Here you will be able to adjust the majority of the device settings, such as **System, Devices, Network and Internet, Personalisation, Accounts, Time and Language, Ease of Access, Privacy,** and **Update and Security.**

Connect

The **Connect** option enables you to send files and data to other devices connected to your tablet, such as printers, Xbox, phones, speakers, TV screens or projectors. The list of available devices will depend on which ones are connected to the tablet.

Battery saver

Enable or disable the Battery saver. When enabled, this increases the battery life by limited background activities and push notifications. This option is enabled automatically when the battery is less than 20%.

VPN

Gain easy access to the VPN settings which enable you to configure a virtual private network.

Bluetooth

Enables/disables the Bluetooth function.

Brightness level

Tap to increase the screen brightness automatically by 25%.

Wi-Fi

Enables/disables the Wi-Fi connection.

Quiet Hours

This option enables you to silence notifications for a set period. The device will then ignore any notifications until it is disabled.

Location

Enables/disables the GPS on your device.

Flight mode

Enables/disables the signal.

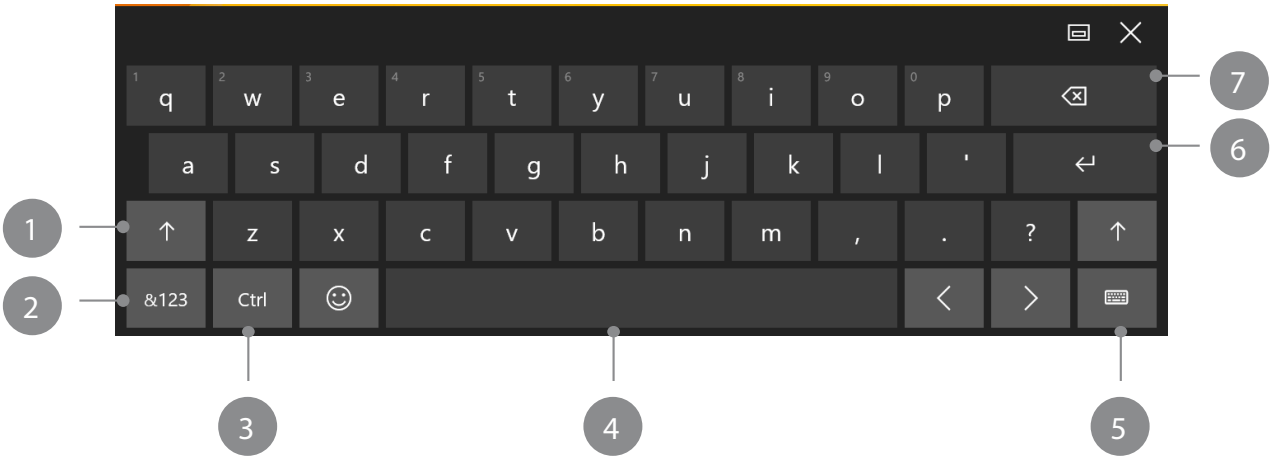
Information Icons

These are shown on the Lock screen and the Start Screen. Some of the main icons are:

- Battery empty
- Battery charging
- Battery fully charged
- Wi-Fi on and connected to a network
- Wi-Fi on and not connected to a network
- Sound
- Action Centre
- Enable the keyboard for writing

Keyboard

On pressing on any text field, the virtual keyboard will appear.



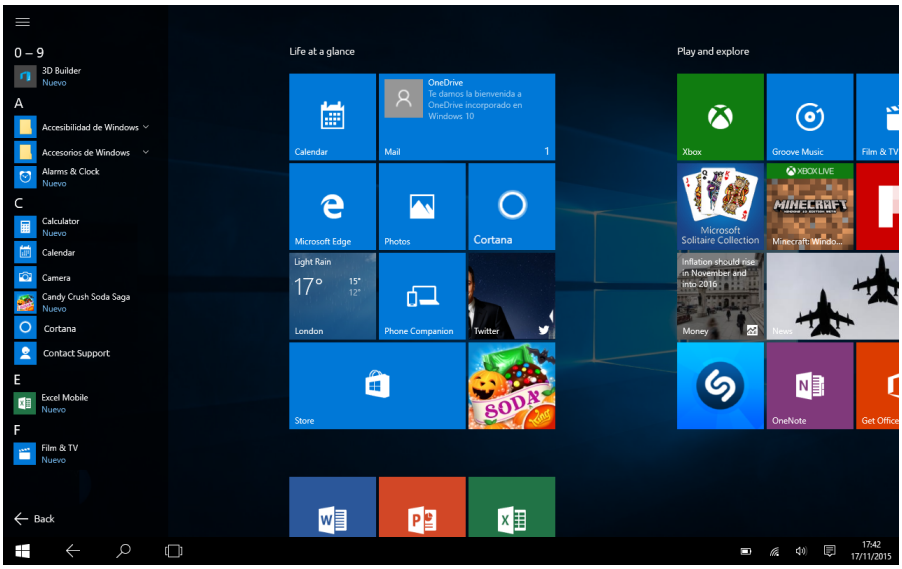
1. Enable/disable caps lock.
2. Change from letters to numbers and symbols, or vice versa.
3. Combine this key with another to use a quick function.
4. Space.
5. Select the keyboard display mode and access the Language preferences.
6. Enter/return.
7. Delete.

You can set up the text entry via **Settings > Ease of Access > Keyboard.**

Apps menu

Under the **All settings** view, you can find all your apps, including the desktop programs such as Word and Excel.

To browse this menu, swipe upwards from the bottom of the screen to see all the apps.

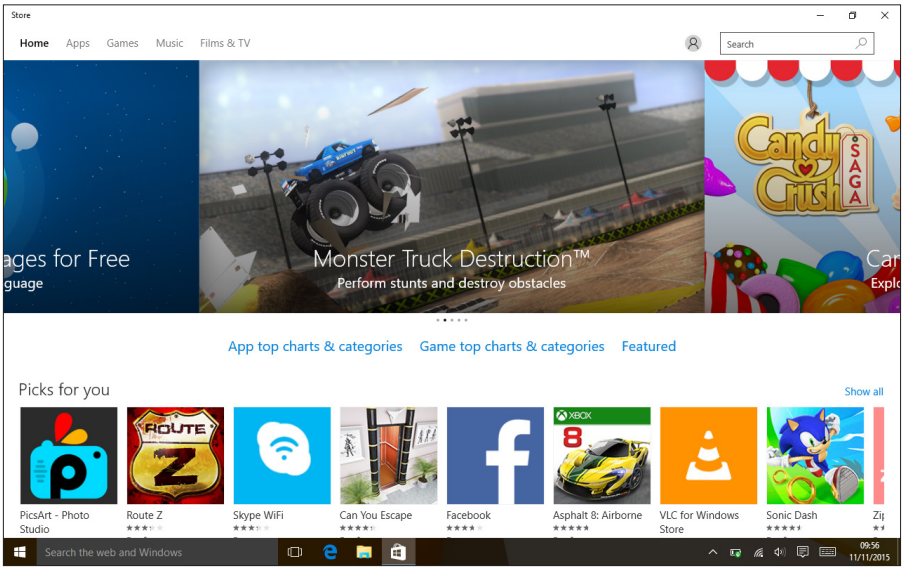


Find apps and install them on your tablet

Apps make it easier to use your tablet by offering new ways of working and having fun. If you want to search for apps to install on your tablet, click on **Store** on the **Start screen** or the taskbar of the **desktop.** You will need to be connected to the internet and signed in to a Microsoft account.

Within the **Windows Store**, you can explore the apps and lists shown. If you don't know what type of app you want, you can start with the apps that appear in the **Store.** Go right to browse lists of the most popular apps organised into categories such as new, paid or free. To view of all the apps of a particular list, simply press on the name.

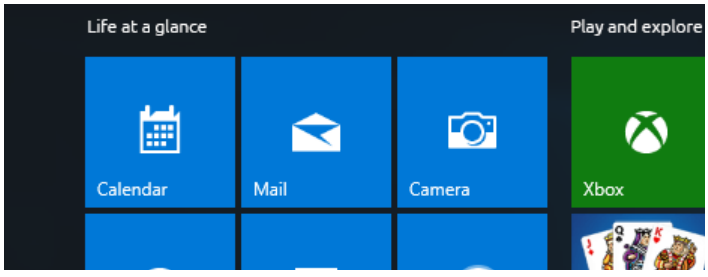
After you have installed an app from the **Store**, it will appear under **Applications** with the rest of the applications installed on your tablet.



Pinning apps

To pin an app to the **taskbar**, hold down the icon until the icon a circle appears in the bottom right corner with this icon ••• . Press the icon and then go to ***More options > Pin to taskbar.***

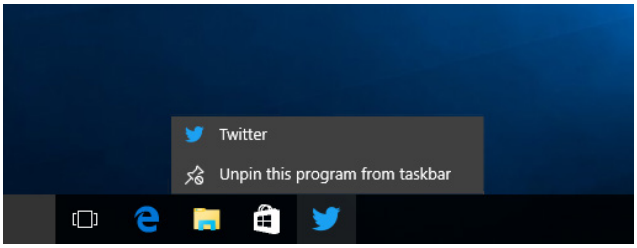
You can rearrange the pinned apps, resize tiles, and group related apps together.



Unpinning apps from Start

If you want to remove an icon from the **Start screen**, you will need to unpin it. Unpinning an app does not uninstall it, as it will still appear under **Applications.**

To unpin an app from the **taskbar**, press and hold the icon until the options bar appears at the bottom and then press **Unpin this program from taskbar.**



To delete the selected app press or click on an open area of the screen.

Using your apps

To start using an app, click on it on the taskbar (if it has been pinned there) or under All apps. Tasks that can be carried out with an app depend on the app installed, however, here are some basic suggestions for you:

App commands

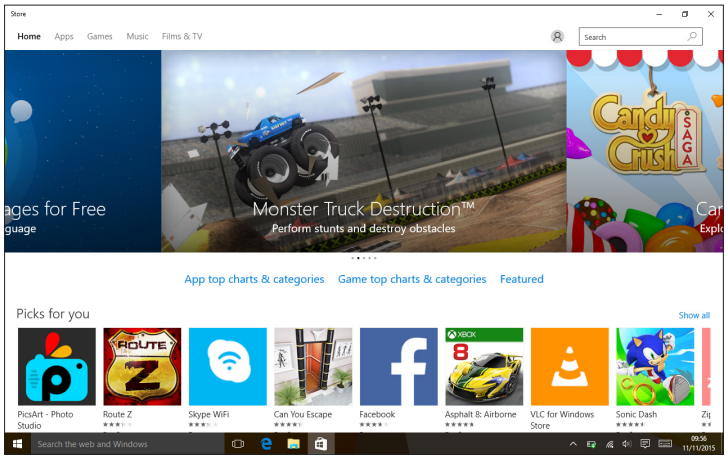
App commands appear by default in each application and help you to carry out different tasks within them, such as personalisation and configuration.

Closing an app

Windows Store apps have been designed so that they don´t cause your tablet to slow down. When you have finished using an app, Windows allows it to run in the background and it will close if you are not using it.

To view or return to applications that were being used and have not been closed, swipe your finger gently from the left to the centre of the screen. All the recently-visited applications will appear.

If you want to close an app and make it disappear, press on the **X** in the top right corner of the screen.



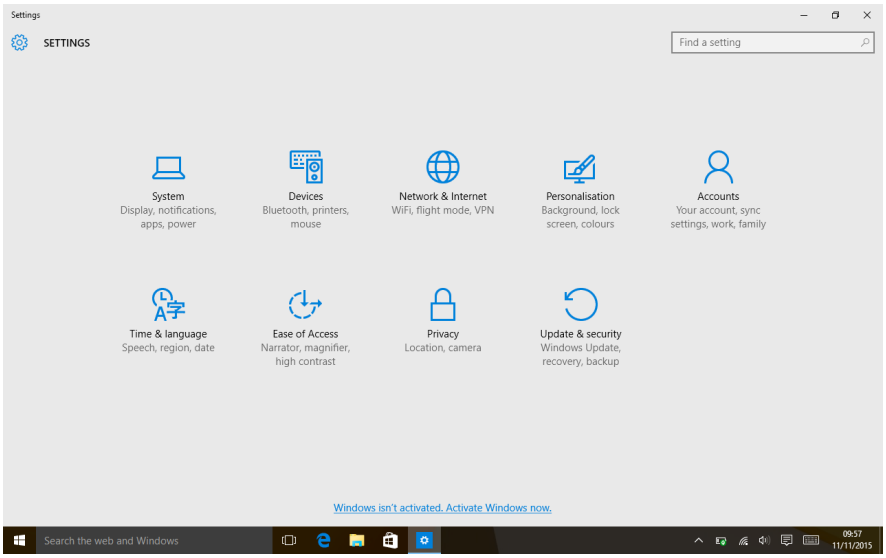
Installing your apps on other devices

All your Windows 10 apps will appear under **My Library** in the Windows Store. They will also be directly installed on the different devices that you use directly.

SETTINGS

Access this section via *Start* > *Settings*.

The **Settings** menu provides access to all the tools for configuring your tablet. You can personalise the system and the settings for privacy, your accounts, and internet and networks. In addition, you can configure most of the settings for the majority of applications within the apps themselves.



System

Display

This enables you to personalise the device by changing the size of the text, apps and other elements, adjusting the orientation and brightness of the screen, and you can also access more advanced settings.

Notifications and actions

Here you can determine which applications and which notifications appear in the Action Centre.

Apps and features

This section enables you to organise and manage your apps. Select the app to enable the option to move or uninstall it.

Multi-tasking

You can enable or disable the options to organise and pin different windows on the screen.

You can also determine which programs are shown in the taskbar.

Tablet mode

This makes Windows better adapt to touch gestures on devices such as tablets. It can also be enabled and disabled by swiping from the right of the screen to view the **Action Centre** and then pressing **Tablet mode.**

Battery saver

Increase the battery duration by limiting background activity and push notifications. It is enabled automatically when there is less than 20% battery remaining. It can also be enabled and disabled by swiping from the right of the screen to view the **Action Centre** and then pressing **Battery saver.**

Power and sleep

This section enables you to set when the device is switched off and/or suspended, according to whether it is plugged into the mains or running solely on battery power, along with the Wi-Fi connection.

Storage

Check the available memory of the device and change the default storage location of your apps, documents, music and videos.

Offline maps

Configure maps so that they can be used when you don´t have Wi-Fi, search for updates, enable or disable Metered connections, where maps are only downloaded using free Wi-Fi networks.

Default apps

Select which applications you want to be used by default or restore the Microsoft recommended defaults.

About

Displays the device information, such as the processor, the RAM, the operating system, as well as information on support and related settings.

Devices

Printers and scanners

This option enables you to add new printers or scanners and to manage those which are already connected to the device.

Connected devices

Here you can add other devices using a cable or wirelessly. You can also remove them and resolve issues if the devices are malfunctioning.

Bluetooth

Enables/disables the Bluetooth function. It can also be enabled by swiping from the right of the screen to view the **Action Centre** and then pressing **Bluetooth.**

Mouse and touchpad

If you use the mouse to navigate through the device, you can configure the primary button, set how many lines are scrolled and whether to scroll content or not when passing the mouse over it.

Typing

Adjust the autocorrect, typing and touch keyboard settings.

AutoPlay

Select the default program for playing certain type of multimedia files, such as music or photos.

Network and Internet

Wi-Fi

If Wi-Fi is disabled, move the selector to the right. Your device will automatically search for and display a list of available Wi-Fi networks, which updates automatically. You can also enable or disable it by pressing the Wi-Fi icon in the **taskbar** on the **desktop.**

Flight mode

Enable or disable flight mode. Bear in mind that selecting this option will disable all wireless connections.

Data usage

Here you can view your data and Wi-Fi usage in the last 30 days. To see more detailed information for each application, go to Usage details.

VPN

Enables you to configure a virtual private network.

Dial-up

You can set up a dial-up connection to help to personalise the connection via the telephone network, such as 9 to dial out or deactivation of call waiting.

Proxy

The proxy settings are used to tell Microsoft Edge the web address of a proxy server, which is used between explorer and the internet on some networks. In general, there is no need to change the proxy settings unless the user connects to the internet via a corporate network. Microsoft Edge detects the proxy settings automatically by default.

Personalisation

Background

Select the image you want to use as the desktop background.

Colours

You can start select a colour theme for the desktop background and you can also make the taskbar and the Action Centre transparent.

Lock Screen

Select the image you want to use as the desktop background. You can select what applications are shown in detail or as a quick status.

Themes

Select from various colour options to use as the main theme.

Start

You can choose to display the most frequently used apps, recently added apps, or you can display the full Start screen.

Accounts

Your account

Access information on your account and any other accounts that you use.

Sign-in options

Here you can set the time interval before sign in is required again and the type of PIN or password to keep your tablet secure.

Work access

Work groups enable users to share resources and printers. You can join an existing one or create a new one.

Family and other users

Add your family and other users so that they log in and access their own desktop.

Sync your settings

Sync your Windows configuration across all devices using your Microsoft account.

Time and Language

Date and time

Here you can adjust settings of the Windows clock and set the date, the time zone and the region. If you sync the clock with the time on your computer, it will always be correct.

Region and language

This option allows you to select the language and region for your Tesla 2 W10. You can have various different languages installed on different user accounts.

Speech

This enables you to control the device using just your voice, without the need for the keyboard or mouse. An assistant will help you to use this feature.

Ease of Access

Narrator

Enable and configure the Narrator settings to hear audio descriptions for elements on the screen, such as text and buttons.

Magnifier

Make the content on your screen bigger using Magnifier.

High contrast

Change the colour of the text and the hyperlinks that appear on the device to facilitate reading.

Closed captioning

This function enables you to select the default style of the subtitles, or you can customise them.

Keyboard

Adjust various keyboard settings, such as On-Screen Keyboard, Sticky Keys, Toggle Keys and Filter Keys.

Mouse

Change the size and colour of the cursor if you are using a mouse.

Other options

Adjust the visual options and touch feedback.

Privacy

General

Change the privacy options to enable apps to use your advertising ID and let websites provide locally relevant content.

Location

When this settings is on, the apps and services that you allow can request your location and location history.

Camera

Lets certain apps have access to your camera in order to function correctly.

Microphone

Lets certain apps have access to your microphone in order to function correctly.

Speech, inking and typing

Collects information on your contacts, calendar events, voice patterns and writing in order to make better suggestions for you.

Account info

Lets apps have access to your account data.

Contacts

Select which apps have access to your contacts.

Calendar

Lets certain apps have access to your calendar.

Messaging

Lets certain apps read or send text or MMS messages.

Radios

Lets certain apps on your device use the radio signal to send and receive data.

Other devices

Lets certain apps automatically share and sync information with wireless devices, without them being explicitly paired to your tablet.

Feedback and diagnostics

The feedback frequency allows you to determine how often Windows will ask you for feedback, whereas the diagnostics and data usage controls how much data is sent to Microsoft from your device.

Background apps

Select which apps can receive information, send notifications and update, even when they are not in use.

Update and security

Windows Update

Here you can check if your device is updated and search for updates manually.

Windows Defender

This option helps to identify malware and prevent it from being installed and running on your device. If it is disabled for a while, it will be turned back on automatically.

Backup

Back up your files so that you can restore them if the originals get lost, damaged or deleted.

Recovery

Here you can reset or restart your device.

Activation

You can activate Windows here if it is not activated correctly.

For developers

These options intended for development use only. You have the option to disable develop features, and to enable sideload apps or developer mode.

EMAIL

Microsoft Account

Account

To obtain apps from the **Windows Store**, make backups using the free cloud storage facility, update and sync your favourite apps and multimedia files (devices, photos, friends, games, settings, music, etc.), you will need to have a Microsoft account to sign in on your tablet.

It is free of charge, easy to set up and you can use an existing Microsoft email account or to create a new one in just a few steps.

If various people will be using the same Tesla 2 W10, each of them should have their own account. Each account can personalise the device with their preferred background colours, favourite apps, account picture, inbox, etc.

If you have children, you can also make a child account with extra security measures and supervision (with or without email) so that your children only see what you want.

If you have used Microsoft services before (Xbox, Hotmail, Outlook, SkyDrive, Messenger, Skype or Windows Phone), you will already have a Microsoft account (the email address you used to sign in). If you can't remember which email address you used, you can create a new one totally free of charge.

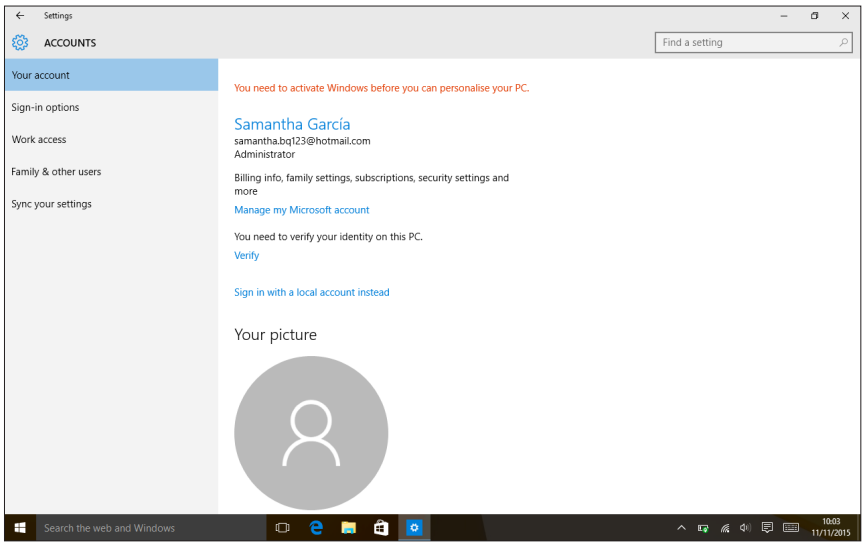
To check if you are signed in with a Microsoft account:

1. Press ***Start*** > ***Settings.***
2. Press on **Accounts** then Y**our account.**

If you are already signed in with a Microsoft account, you will see your name and email address displayed with the account picture.

Sign-in

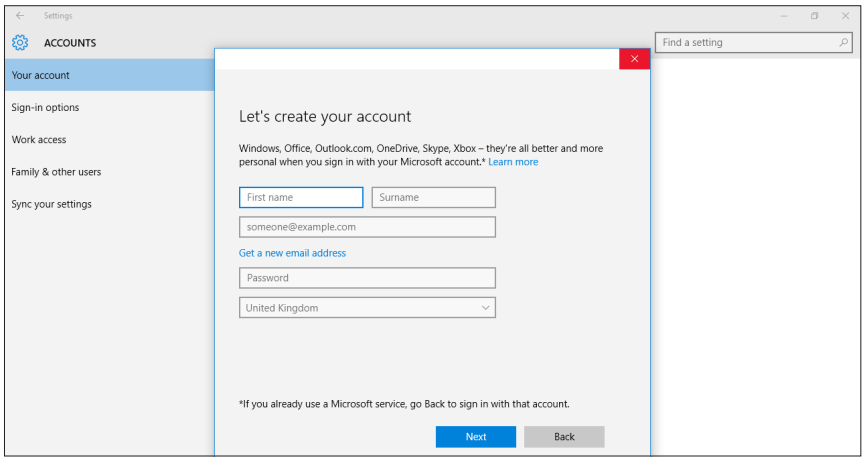
It is essential to have a Microsoft account for signing in, although you will then be able to switch to a local account. To do this, go to ***Settings > Accounts > Your account > Sign in with a local account*** instead. You will need to confirm your current password. To sign in, you will need to select one of these options:



a) **Sign in with a Microsoft account.** If you have already used other Microsoft services such as Hotmail, Outlook Skype or Xbox, you will most likely have one.

Enter the email and password that you use for these services, then press **Sign in.**

b) **Creating a new Microsoft account.** Follow the instructions for filling in the personal and security information to create a new Microsoft account.



Access

Your Microsoft account is the key that provides access to free online storage, mobile entertainment, apps from the **Windows Store** and other Microsoft products and services (such as Xbox Live or Windows Phone), and it allows you to easily connect to your devices and accounts.

Obtaining apps from the Windows Store

You will need a Microsoft account and Windows 10 to obtain apps from the **Windows Store.** You also can install your apps on several devices without needing to buy them again.

Syncing your contacts

Link your Facebook, Twitter, Outlook and LinkedIn accounts to the **People** application to see the contact information and updates of your friends in one place.

Syncing your settings

Enjoy the same themes and colours, the **Start** design, your browser favourites and history, the content of your apps, your photos and even the configuration, such as language and other preferences, across several devices. All you have to do is sign in with a Microsoft account and sync the configuration.

Get free storage in the cloud

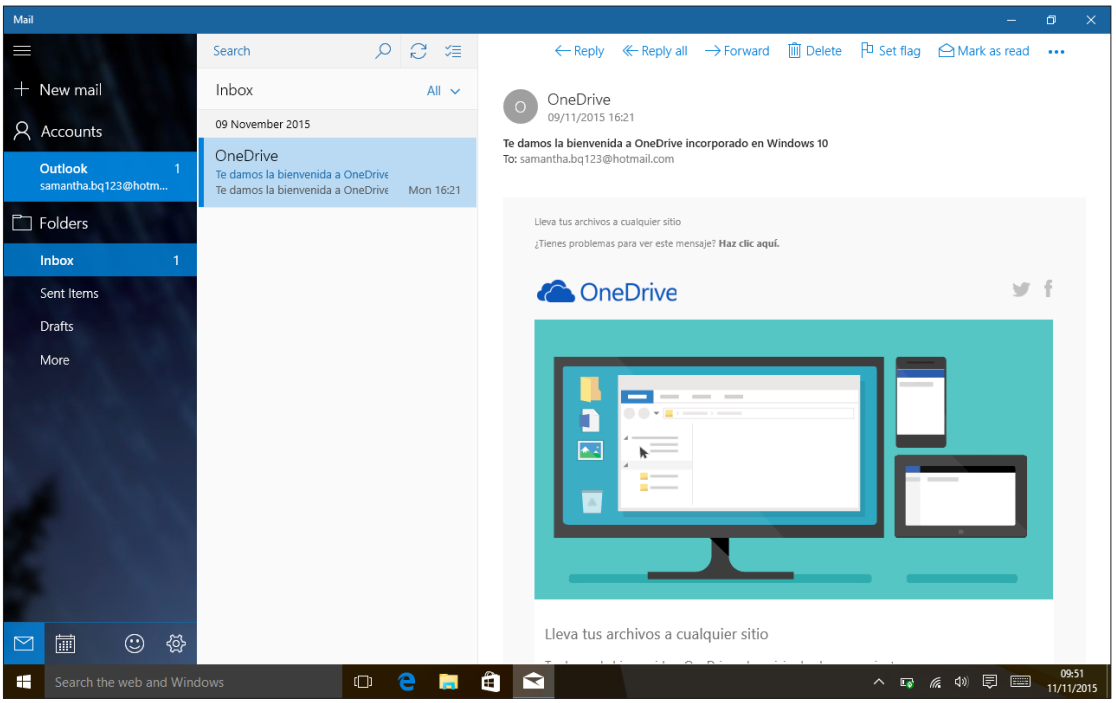
If you have a Microsoft account, you can take full advantage of the free cloud storage facility through OneDrive, which enables you to view, save and share your documents and photos. The Microsoft account links your PC to OneDrive, so that you will always have your files to hand.

Setting Up Other Email Accounts

The **Mail** app allows you to send and receive emails from any other accounts, regardless of provider. This app can be accessed via the **All apps** menu, or through the **Start screen.**

If you are using this app for the first time, you will be asked if you want to add another account:

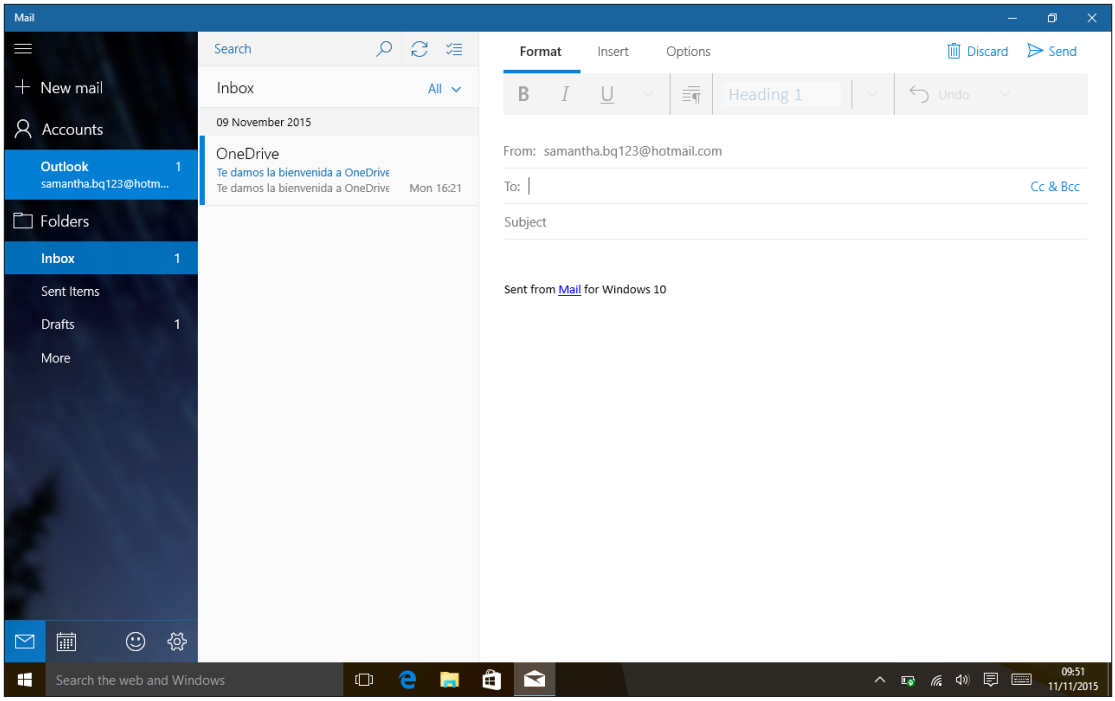
1. Select from the following email types: **Outlook.com, Exchange, Google, Yahoo!, iCloud** and **Other account.**
2. Enter your email and password and log in.
3. See to data to be shared and accept. You can share this account with other apps and you won´t need to enter your details again.
4. After the setup process is complete, it may take a few minutes for all your emails to appear on the screen.



Sending an Email

1. Open the **Mail** app and press **New email** icon +.
2. Enter the recipient's email address, add a subject heading and then write your message.
3. Press **Send** .

To attach files, press the icon and select the file you want to send.



Replying to an Email

You can reply to an email by using one of the following three options:

- **Reply:** Only the person that sent the last message will receive your reply.
- **Reply all:** All the users listed as recipients of the last email will receive a copy of the answer.
- **Forward:** You can send a copy of an email to a different user.

The forward option on some email clients only allows the attachments of the previous email to be sent.

PERFORMANCE SETTINGS

Optimising Battery Life

You can prolong the life of your battery by disabling features you don´t need. You can also can control how the application and system resources consume battery power. To optimise the configuration, go to ***Start*** **> *Settings > System > Battery saver > Battery saver settings.***

- If you are not using Wi-Fi, Bluetooth or GPS, you can adjust the **Settings** accordingly, as explained earlier.
- Adjust the brightness of your screen to the current ambient light conditions.
- Set a time delay before the screen goes off under ***Start*** **> *Settings > System > Power and sleep.***
- Switch to **Flight mode** by going to ***Start*** **> *Settings > Network and Internet > Flight mode*** or simply via the ***Action Centre.***

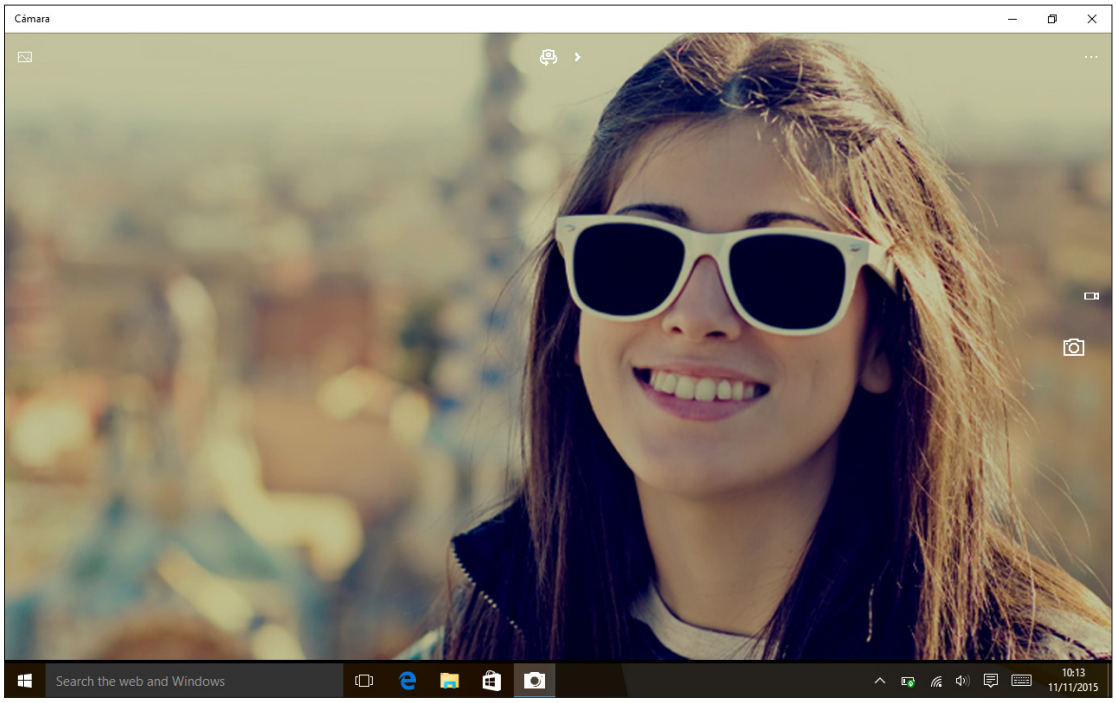
MULTIMEDIA

Camera

To switch between the front and rear cameras, press the icon at the top of the screen.

To switch between camera and video mode, use the corresponding and icons at the right of the screen.

To access the camera and video settings, press the > icon at the top of the screen, next to the icon. On pressing it, a menu containing various settings, such as white balance, focus, ISO, shutter speed and brightness, will appear.



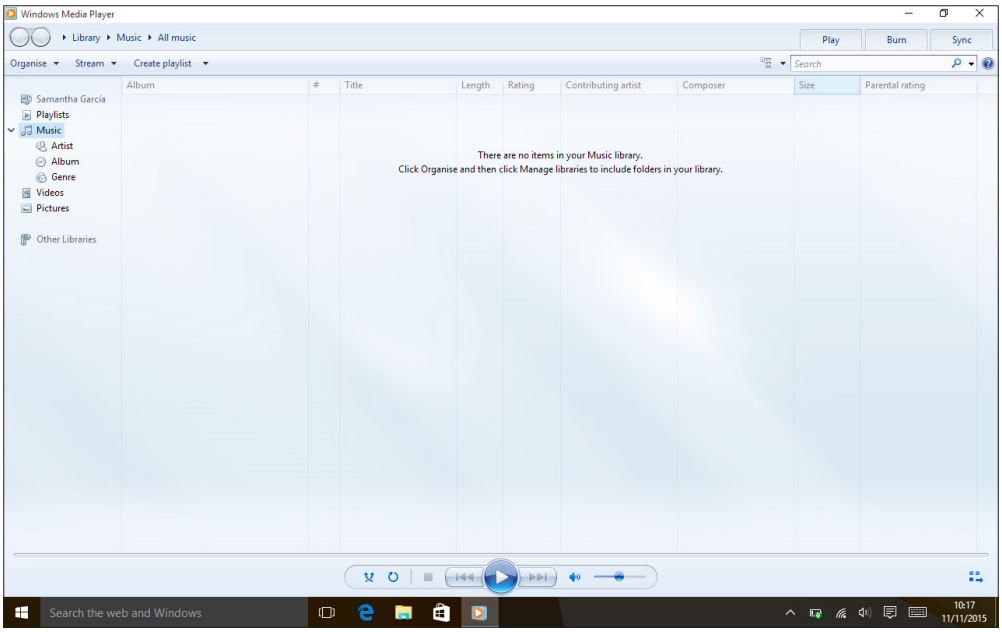
To view the images and videos stored in the **Gallery**, press the icon in the top left corner.

Press the ••• icon in the top right corner to access the Photo timer and more advanced settings.

Video and Music Playback

Your tablet comes with Windows Media Player as standard. ***Start*** > ***All apps*** > ***Windows Media Player.***

This app enables you to play digital files, organise your multimedia collection and sync your files with another device.



You can view and organise your multimedia content using the **Media Player library.** You can select a category on the left, such as Music, Videos or Images.

You can also control the **Media Player** when minimised. You can play or pause the current file and skip forward or back using the taskbar controls.

APPLICATIONS

App Store

Your tablet includes the **Windows Store** by default, where you can access and download all kinds of apps, games, music, movies, books, and more. Each category contains further sub-categories to help you find exactly what you are looking for.

Important: Be aware that not all downloads are free, and additional costs may be incurred. For paid downloads, the price will appear next to the app description, and you will be asked to confirm before downloading to avoid being charged unintentionally.

Preinstalled Apps

To access the list of preinstalled apps, press **Start** then **All apps.** You will then see all the apps installed on your device.

Internet Browser

The browser allows you to surf the internet, with the option of opening several tabs to access various websites at the same time. Access your browser by pressing the icon in the bottom left corner of your tablet, followed by **Microsoft Edge** or you can press directly on the browser icon in the **taskbar.** After you have created a new tab, enter the website address manually in the white text field at the top of the screen, or press one of the suggested websites displayed in the centre of the screen (suggestions are based on the websites you visit most frequently).

Office Mobile

One of the new features of Windows 10 is that it includes the Get Office app by default. This app gives you a free one month subscription to Office Mobile, the mobile version of Microsoft Office. Office Mobile includes apps like Word, Excel, PowerPoint and OneNote.

With these management tools you can create and publish documents, spreadsheets and presentations. You can also sync the application with Drive account, save your files in the cloud and access them remotely via any compatible device. Additionally, you can attach files to an email directly from the app.

Calendar

With the **Calendar** tool you can manage your daily tasks and sync them with your email account so that you can share appointments, meetings and events with your contacts. It also enables you to set up reminder alerts and notifications so that you never miss an appointment. The app also allows you to sync your calendar so you can view it from any other mobile device.

To create a new event, access the application, swipe from top to bottom and press **New event** +. In addition to this option, you can also choose how to view your events, sync with your email and select a background image.

Maps and GPS Navigation

Using the **Maps** application that comes installed on your tablet, you can find your current location on a map, view satellite images or even an actual view of a given location. You can also select the Navigation option to enable your device to give you instructions on how to reach your destination from your current position, whether travelling on foot or by car. It also provides a location service to identify affiliated companies and establishments.

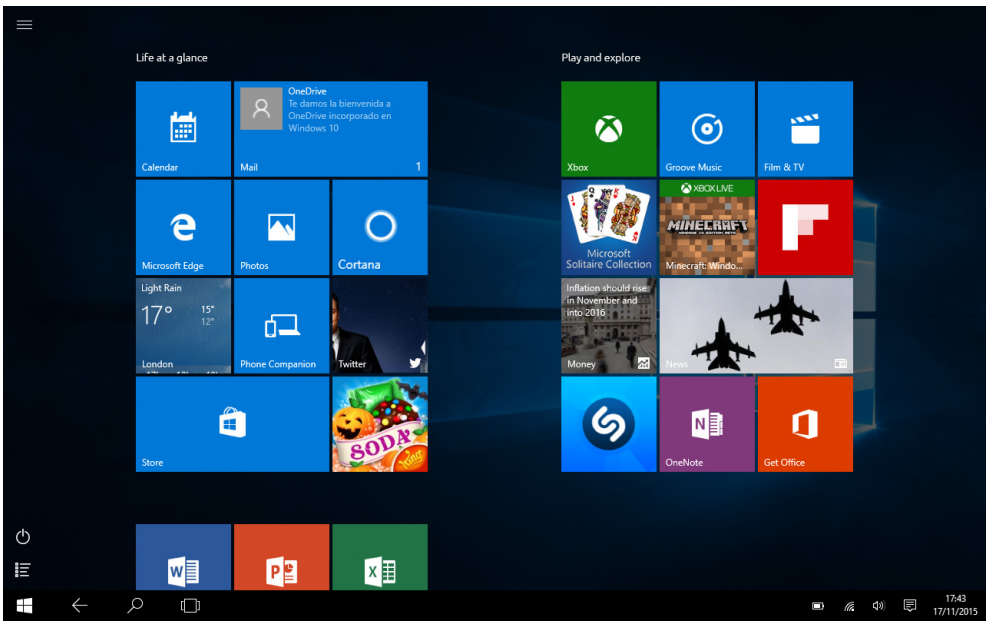
Important: The BQ Tesla 2 W10 does not have this type of connection, to obtain it you will need wireless connectivity via an external device (for example a smartphone or USB router, which are not provided with your tablet).

Tablet Mode

Windows 10 gives you the option to enable **Tablet mode** on the **desktop**, which converts the Start menu into a full screen. The applications are enlarged on the screen and the taskbar is simplified to make it easier to use. Using the device in this mode makes Windows more touch-friendly.

To enable Tablet mode, go to ***Start*** > ***Settings*** > ***System*** > ***Tablet mode.***

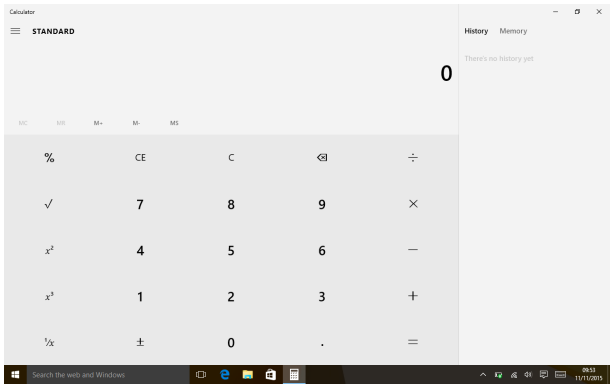
You can also enable it quickly via the **Action Centre.**

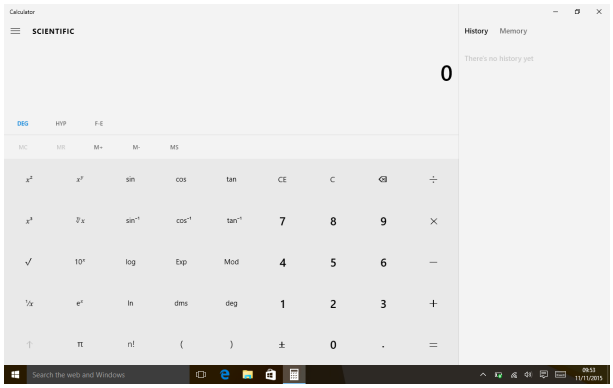


TOOLS

Calculator

You will find various tools on your tablet, such as a practical calculator, which allows you to make basic as well as scientific or advanced calculations. To switch between the different types of calculator, press ☰, icon and choose from the options available: **Standard, Scientific** and **Programmer.**

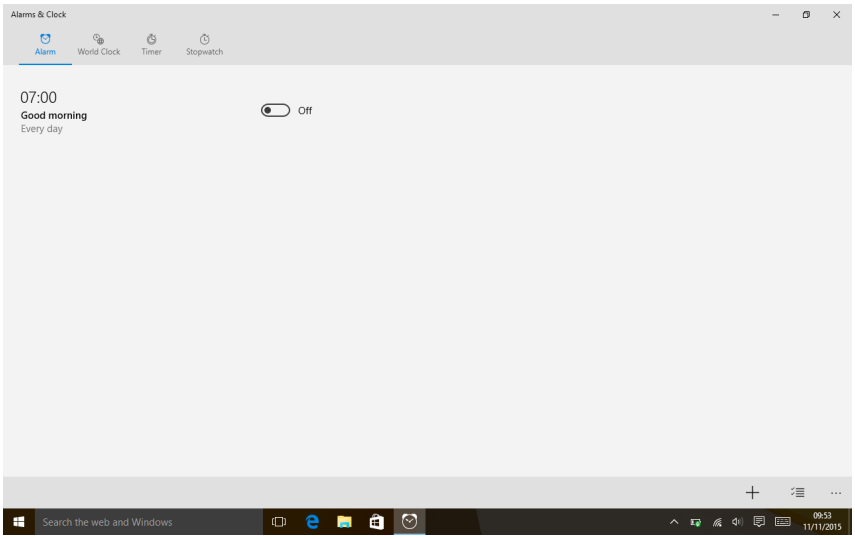




Alarms

The **Alarms and Clock** allows you to manage all your alarms with ease. It also includes a world clock, a timer and a stopwatch.

You can set up different alarms at the same time and adjust the settings, such as the name of the alarm, the number of times it sounds, which days of the week it is repeated, the alarm tone and the delay time.



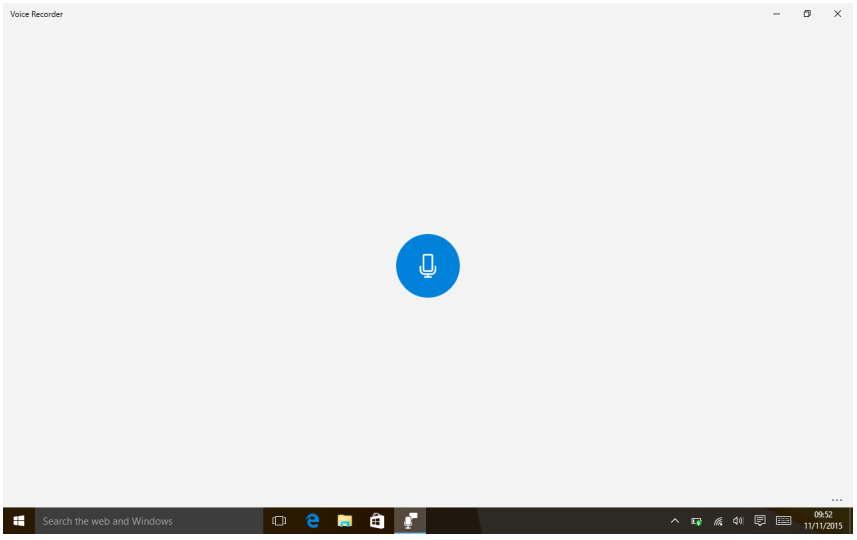
You can create new alarms and delete them as often as you want. To temporarily enable or disable an alarm without deleting it, simply slide the selector to the left.

It also comes with useful functions such as a fully configurable timer and a practical stopwatch with interval feature.

Voice Recorder

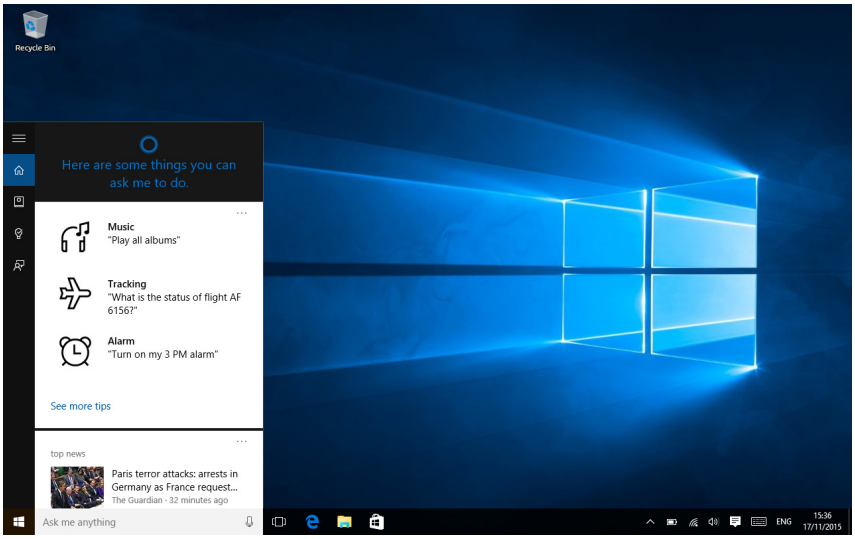
Another of the tools installed on your tablet is the **Voice Recorder.** This app allows you to record audio with ease.

To start recording, simply press the blue microphone icon located in the centre of the screen on the left. The counter above will start. You can pause the recording or end it using the relevant icons. Once you have pressed stop, you can play, trim, delete or rename your recording.



Cortana

Cortana is a personal assistant that enables you to personalise your experience. She helps you to locate things on the device, manages your calendar, tracks packages and shows warnings, and will even chat and make jokes.



Get started by typing a question into the search box in the taskbar. Alternatively, you can select the microphone and speak to Cortana.

You can set Cortana to respond any time you say "Hey Cortana". To do this, select the search box in the **taskbar** to open the Cortana main page. Then press on ***Notebook*** > ***Settings*** and enable the option to **Let Cortana respond to "Hey Cortana".**

Personalise Cortana to obtain improved help to suit your individual needs. Use the **Notebook** to tell her about your interests, favourite places and the things you want to be informed of, such as traffic, weather or the latest news.

Important: Cortana is only available in certain countries or regions and some features might not be available everywhere.

APPENDICES

APPENDIX A: Technical Specifications

You can find all the technical information for your device by visiting this link and selecting the corresponding model: http://www.bq.com/gb/tablets

After selecting your model, you can access the full description by clicking on **Specifications** in the bar at the top of the page.

In the table you will find information on the following:

- Dimensions and weight
- Screen
- Internal memory
- Processor
- Battery
- Operating system
- Connectivity
- System functions

APPENDIX B: Cleaning and Safety

Cleaning

Before cleaning your device, make sure you have switched it off and disconnected all cables. After cleaning, make sure the screen is completely dry before reconnecting any cables and switching the device back on. Do not pour or spray any liquids directly onto the device.

Screen: Use a clean, soft, lint-free cloth to remove dust and dirt from the screen. To remove fingerprints and marks, you may apply a small amount of mild cleaning product to the cloth.

Casing: Use a soft cloth with a small amount of mild cleaning product. After cleaning, rinse the cloth in clean water, wring it out thoroughly and wipe the casing to remove any leftover cleaning product.

Security

To reduce the risk of an accident, follow these safety instructions:

- Do not use power cables, connectors or plugs that are damaged or contain loose wiring. Do not bend or damage the power cable. Do not touch the power cable with wet hands. Do not pull on the cable to unplug the charger.
- Do not use the device while it is charging. Do not touch it with wet hands.
- Do not hit the charger or cause it to fall. Do not charge the battery using chargers that have not been approved by the manufacturer.
- Do not use the device during electrical storms. Handle and dispose of the battery and charger with caution.
- Do not handle Li-ion batteries that are damaged or leaking.
- Do not use the device in the vicinity of a pacemaker. If possible, try to use it at a distance of at least 15 cm from the pacemaker, as it could interfere with the pacemaker's operation.
- Do not use the device in a hospital or in the vicinity of any medical equipment that may be susceptible to radio frequency interference.
- If you regularly use medical equipment, make sure it is protected against radio frequency interference. If you wear a hearing aid, consult the manufacturer with regard to potential interference.

- In potentially explosive environments, switch the device off. Always observe the site regulations, instructions and warning signs ⚠.
- Do not use the device in refuelling areas (e.g. petrol stations), underground parking zones or in the vicinity of flammable and/or explosive chemical products ⚠.
- Do not store or transport flammable liquids, gases or explosive materials in the same compartment as the device or any of its parts or accessories ⚠.
- Switch off the device when aboard an aeroplane. The electronic components of a motor vehicle may malfunction as a result of radio frequency interference from the device.
- Prolonged exposure to high levels of sound pressure may cause permanent damage to hearing. It is recommended that you do not wear headphones while cycling, running or walking through areas with heavy traffic or excessive noise.
- Use of the device while driving: Some car manufacturers prohibit the use of mobile devices in their vehicles unless they are equipped with a hands-free kit and external antenna. Ask the vendor of your vehicle whether your mobile device or hands-free Bluetooth kit will interfere with your car's electrical systems. Always devote your full attention to the road while driving and respect the local regulations and laws on the use of wireless devices while at the wheel.
- Location/GPS-based functions: Location-based functions are offered "as is" and "for all corresponding effects". Mundo Reader, S.L. does not claim or in any way guarantee the accuracy of any location-based information.
- When the device is using location-based information, it may suffer from interruptions or failures and its dependence on network availability will increase. Note that functionality may be reduced or obstructed in certain areas, such as inside buildings or in areas close to buildings.
- Use the GPS function with caution, to make sure you are not distracted while driving.
- Antenna: Use of the device with an antenna other than that supplied by Mundo Reader, S.L. may damage it, impair its performance and generate SAR levels (see Appendix C) that exceed the limits established by law. Do not cover the antenna with your hand.

- Aeroplane mode. Use of Bluetooth and WLAN functions may be prohibited on aeroplanes and in other places where radio transmissions are not permitted. Ask for permission before enabling the Bluetooth or WLAN functions, including in Aeroplane mode.

Warning!

This product must be used with a power supply with the following specifications:

INPUT: 100-240 V ~ 50/60 Hz 0,5 A max.

OUTPUT: 9 V ⎓ 1.5 A

The use of power sources other than the ones indicated may damage your device and pose a risk to the safety of people and property.

APPENDIX C: Information on Exposure to Radio Waves and the SAR (Specific Absorption Rate)

The design of this tablet complies with the current regulations governing exposure to radio waves. These regulations are based on scientific guidelines that include safety margins designed to ensure the safety of everyone, regardless of age or state of health.

The guidelines on exposure to radio waves use a unit of measurement known as the SAR (Specific Absorption Rate). SAR tests are carried out using standardised methods, with the tablet transmitting at the highest certified level of power on all the frequency bands it uses.

The maximum SAR levels recommended by the ICNIRP (International Commission on Non Ionizing Radiation Protection) is 2 W/kg, measured on 10 g of tissue.

The highest SAR levels recorded for this tablet are as follows:

	Tesla 2 W10
When used in direct contact with the body	0,715 W/kg (10 g)

This device complies with the guidelines on exposure to radio frequency both when it is used in the normal position next to the ear and when it is positioned at least 1.5 cm from the body. In order to send data files or messages, this device requires an adequate network connection. On certain occasions, the transmission of data files or messages may be delayed until an adequate connection becomes available. Until the transmission has been completed, make sure you follow the instructions on the separation distance mentioned above.

APPENDIX D: Disposing of this Product Correctly

(Electrical and electronic waste).
(Applies within the European Union and in European countries with selective waste collection systems).

To prevent any damage to the environment or human health, separate these products from other types of waste and recycle them correctly. This will help promote the sustainable use of material resources.

Household users should contact the vendor that they purchased the product from or the relevant local authorities to find out how and where they can recycle this product safely, without harming the environment.

Business users should contact their supplier and consult the terms and conditions of the purchase agreement. This product and its electronic accessories should not be disposed of with other waste materials such as the box and non-electronic materials.

APPENDIX E: Declaration of Conformity

Mundo Reader, S.L.
Pol. Ind. Európolis
Calle Sofía, 10
28232 - Las Rozas - Madrid (Spain)
Tel. +34 91 787 58 59
Corporate tax ID: B85991941
Made in China

Declares that this tablet:

bq Tesla 2 W10

complies with the provisions of Directive 1999/5/EC on Radio and Telecommunications Terminal Equipment (R&TTE), Directive 2006/95/EC on Electrical Safety for Low Voltage Equipment, and Directive 2004/108/EC on Electromagnetic Compatibility, in addition to the following harmonised standards:

EN 301489-1 V1.9.2, EN301489-3 V1.6.1, EN 301489-17 V2.2.1, EN 55022:2010/AC:2011, EN55024: 2010, EN 61000-3-2/A2:2009, EN 61000-3-3: 2008, EN 300328 V1.8.1, EN 300440-2 V1.4.1, EN 50566: 2013, EN 62479: 2010, EN 62311: 2008, EN 62209-2: 2010, EN 60950-1/A2:2013.

You can request a copy of the Declaration of Conformity by writing to the above address.

Madrid, October 2015.

Alberto Méndez Peydró
CEO

CE 0168

Firmware version

bq Tesla 2 W10: Windows 10 updated

www.bq.com
www.mibqyyo.com